

Project Information

*Descriptive Title of Applicant's Project		
FY 2003 BJA Community Prosecution Implementation Program		
*Areas Affected by Project		
San Bernardino County		
Proposed Project		
*Start Date	July	01 2003
*End Date	June	30 2004
*Congressional Districts of		
Project	Congressional District 01, CA Congressional District 02, CA Congressional District 03, CA Congressional District 04, CA	
*Estimated Funding		
Federal	\$ 150000	.00
Applicant	\$ 0	.00
State	\$ 0	.00
Local	\$ 0	.00
Other	\$ 0	.00
Program Income	\$ 0	.00
TOTAL	\$ 150000	.00

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE	State Application Identifier
Application Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name		Organizational Unit	
San Bernardino County Office of The District Attorney		Community Prosecutions	
Address		Name and telephone number of the person to be contacted on matters involving this application	
316 N. Mt. View Ave., 3rd. Floor San Bernardino, California 92415-0004		Boyce, Gina (909) 387-6836	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)		7. TYPE OF APPLICANT	
95-6002746		County	
8. TYPE OF APPLICATION		9. NAME OF FEDERAL AGENCY	
Implementation		Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT	
NUMBER: 16.609 CFDA TITLE: COMMUNITY PROSECUTION		FY 2003 BJA Community Prosecution Implementation Program	
12. AREAS AFFECTED BY PROJECT			
San Bernardino County			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF	
Start Date: July 01, 2003 End Date: June 30, 2004		a. Applicant b. Project CA25 CA26 CA43	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$150,000		
Applicant	\$0		
State	\$0		
Local	\$0		

Other	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? N
Program Income	\$0	
TOTAL	\$150,000	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

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Assurances and Certifications

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

1. Assurances
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

*Prefix:	Mr.
Prefix (Other):	
*First Name:	Michael
Middle Initial:	A
*Last Name:	Ramos
Suffix	Suffix: <input type="text"/>
Suffix (Other):	
*Title:	Honorable
*Address Line 1:	316
Address Line 2:	N. Mt. View Ave., 3rd. Floor
*City:	San Bernardino
County:	San Bernardino
*State:	California
*Zip Code:	92415 - 0004
*Phone:	909 - 387 - 6603 Ext : <input type="text"/>
Fax:	909 - 387 - 6313
*E-mail:	mramos@da.sbcounty.
<input type="checkbox"/> I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information	

requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

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ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with

the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.

12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal,

<https://grants.ojp.usdoj.gov/gmsexternal/GenCertifications.jsp?certified=N&certifyID=1320> 6/12/2003

State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Accept

EXPLANATION TO CERTIFICATION

With respect to the "Certifications Regarding Lobbying; Debarment. . .", I am able to make all assurances and certifications except for a matter covered by Section 2(A)(c). One member of the County's Board of Supervisors is currently facing criminal charges for bribery. This case is being prosecuted by the California Attorney General's Office. Federal charges against this Supervisor were dismissed but an appeal of the dismissal is currently pending.

Dated: _____

Michael A. Ramos
District Attorney
County of San Bernardino

Community Prosecution Planning Grant
County of San Bernardino, California
Office of the District Attorney

Budget Detail

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Chief Deputy District Attorney	\$136,845 X 5%	\$6,842
Karen Bell		
Deputy District Attorney	\$112,709 X 85%	\$95,803
Mike Martinez		
Secretary II	\$38,152 X 5%	\$1,908
Lovia Ragsdale		
Sub-Total		\$104,553

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation.

Name/Position	Computation	Cost
Chief Deputy District Attorney:		
General Member Retirement	\$6,842 X 10.86%	\$743
Survivors Benefits (\$2.92/pp/emp.)	\$6,842 X 0.06%	\$4
Indemnification General	\$6,842 X 9.30%	\$637
Long-Term Disability	\$6,842 X 0.21%	\$14
Vision Care	\$6,842 X 0.14%	\$9
Short Term Disability	\$6,842 X 0.18%	\$13
Psychological Services	\$6,842 X 0.07%	\$5
Worker's Compensation Insurance	\$6,842 X 0.90%	\$62
Life Insurance (\$117/yr./Exempt)	\$6,842 X 0.09%	\$6
Indemnification Allowance/	\$6,842 X 4.01%	\$277
Cafeteria Plan (\$210/pp/emp.)		
401K County Match	\$6,842 X 6.00%	\$411
Deputy District Attorney:		
General Member Retirement	\$95,803 X 10.86%	\$10,407
Survivors Benefits (\$2.92/pp/emp.)	\$95,803 X 0.07%	\$65
Indemnification General	\$95,803 X 7.28%	\$6,978
Vision Care	\$95,803 X 0.07%	\$66
Short Term Disability	\$95,803 X 0.32%	\$310
Worker's Compensation Insurance	\$95,803 X 0.90%	\$862
Life Insurance (\$117/yr./Attorney)	\$95,803 X 0.10%	\$99
Indemnification Allowance/	\$95,803 X 4.05%	\$3,883
Cafeteria Plan (\$175/pp/emp.)		
Secretary II		
General Member Retirement	\$1,908 X 11.89%	\$223
Survivors Benefits (\$2.92/pp/emp.)	\$1,908 X 0.20%	\$4
Indemnification General	\$1,908 X 7.84%	\$150
Vision Care	\$1,908 X 0.20%	\$4
Short Term Disability	\$1,908 X 0.96%	\$18
Social Security Medicare	\$1,908 X 1.45%	\$28
Worker's Compensation Insurance	\$1,908 X 0.90%	\$17
Life Insurance (\$47/yr./Clerical)	\$1,908 X 0.12%	\$2
Indemnification Allowance/	\$1,908 X 11.97%	\$228
Cafeteria Plan (\$175/pp/emp.)		
Sub-Total		\$25,522
Total Personnel & Fringe Benefits		\$130,075

Purpose of Travel	Location	Item	Computation	Cost
* BJA Mandatory Training:	City & State	Airfare	\$355 X 4 People	\$1,420
	to be determined	Hotel	\$92/day X 4 People X 3 Nights	\$1,104
Karen Bell		Meals	\$50/day X 4 People X 3 Days	\$600
Mike Martinez		Parking-Airport	\$10 X 4 Vehicle X 4 Days	\$160
Police Officer/Representative		Taxi	\$40 Roundtrip	\$40
Community Representative				
* CDA A Seminar	Northern California	Airfare	\$200 X 3 People	\$600
Community Prosecutions	City to be determined	Hotel	\$92 X 3 People X 3 Nights	\$828
		Meals	\$50/day X 3 People X 3 Days	\$450
Karen Bell		Parking	\$10 X 3 Vehicles X 4 Days	\$120
Mike Martinez		Tuition	\$150 X 3 People	\$450
Police Officer/Representative				
Attend various community meetings		** Private Mileage	\$.36 per mi X 400 mi X 12 mo.	\$1,728
* Travel costs are prepared applying the formal written travel policy in San Bernardino County's Memorandum of Understanding.				
** Private Mileage is for Supervising Prosecutor and Prosecutor traveling to meetings.				
Total				\$7,500

Item	Computation	Cost
		Total
		\$0

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Paper (Legal)	2 case X	\$38.26
Paper (Letter)	8 cases X	\$25.04
Manila File Folder (Legal)	2 boxes X	\$5.09
Manila File Folder (Letter)	2 boxes X	\$6.59
Pens	12 each X	\$0.52
Highlighters	1 dozen X	\$3.35
Hanging Files (Legal)	2 boxes X	\$7.05
Hanging Files (Letter)	2 boxes X	\$5.57
Binders	6 each X	\$2.51
Microcassettes	1 packages X	\$2.05
Diskettes	1 boxes X	\$2.94
Steno Pads	12 each X	\$0.52
Legal Pads	12 each X	\$0.71
Staples	12 boxes X	\$4.01
Envelope (9 X 12)	1 box X	\$6.34
Envelope (10 X 11)	1 box X	\$7.46
Binder Clips	12 boxes X	\$0.63
Postage (Fed Ex)	Multiple deliveries	\$198.00
Total		\$637

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

[illegible]

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
			<i>Subtotal</i>

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
			<i>Subtotal</i>

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Computation	Cost
Printing - Flyers "Hey Kids" English and Spanish	1,300 each X	\$1.00
		\$1,300
Printing - Brochures "Community Awareness"	1,000 each X	\$0.35
		\$350
Printing - Questionnaires "Community Surveys" English and Spanish	1,000 each X	\$0.35
		\$350
Printing - Meeting Announcements	500 each X	\$0.30
		\$150
		<u>Subtotal</u>
		<u>\$2,150</u>
		Total
		\$2,150

H. Other Costs - List Items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rent:	612 sq. ft. X \$1.31 per sq. ft. X 12 mo. X 85%	\$8,178
Communications: for Mike Martinez @ 85%	\$82.50 per mo. X 12 mo. = \$990 X 85%	\$842
ISD - Information Systems Development for Mike Martinez @ 85%	\$60.63 per mo. X 12 mo. = \$727.56 X 85%	\$618
		Total \$9,638

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
		Total \$0

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$104,553</u>
B. Fringe Benefits	<u>\$25,522</u>
C. Travel	<u>\$7,500</u>
D. Equipment	<u>\$0</u>
E. Supplies	<u>\$637</u>
F. Construction	<u>\$0</u>
G. Consultants/Contracts	<u>\$7,150</u>
H. Other	<u>\$9,638</u>
Total Direct Costs	<u>\$150,000</u>
I. Indirect Costs	<u>\$0</u>
TOTAL PROJECT COSTS	<u>\$150,000</u>
Federal Request	<u>\$150,000</u>
Non-Federal Amount	<u>\$0</u>

Budget Detail Worksheet (Attachment #1)

Budget Narrative

The proposed budget provides funding for a plan to implement a specialized Community Prosecution Unit. The total amount of the requested \$150,000 in grant funds is dedicated to the support of the stated goals and objectives of the project as described in the project narrative. Specifically, the funds will provide for staffing and necessary services and supplies to enable their work to engage community in an effort to reduce crime and improve the quality of life within the target community.

Of the total funds, 86.7% is for salary and benefits to provide for staffing. This includes the cost of salary in the amount of \$95,803 and benefits in the amount of \$22,670 for one Deputy District Attorney for whom 85% of his time is dedicated to the program. It also provides for the Supervising Attorney to devote 5% of her time to the program with \$6,842 for her salary and \$2,178 for benefits and for a Secretary to give 5% of her time to the program with \$1,908 for her salary and \$674 for benefits.

Salaries in the preceding paragraph are paid according to the San Bernardino County Memorandum of Understanding (MOU). Benefits are calculated using the percentages as indicated on the budget worksheet. The percentages used are specified as a percentage in the MOU or are calculated using the dollar amount specified in the MOU as indicated on each applicable line item under benefits section of the budget worksheet.

Training costs included the budget total \$7,500. Of this amount, \$3,324 is budgeted for the program attorney, the supervising attorney, a community police officer, and another community representative to attend the BJA Mandatory Training. This amount provides for \$1,420 airfare, \$1,104 hotel costs, \$600 for meals, \$160 for airport parking, and \$40 for taxi.

Training costs also include \$2,448 for the attorney, supervising attorney, and community police officer to attend a CDAA Community Prosecutions Seminar. This amount provides for \$600 airfare, \$828 hotel costs, \$450 for meals, \$120 for parking, and \$150 for tuition to attend the Seminar. Calculations for each of these costs are shown along with the line item entry on the budget worksheet. The BJA training and the CDAA seminar are considered vital to the learning, development, and success of the community prosecution program.

Also, included in training costs are travel costs for employees to attend various community meetings relative to the community prosecution program. Types of meetings that will be attended will be both community meetings and government agency meetings. Some of those meetings will include, but are not limited to, Town Hall meetings, Neighborhood Watch meetings, Business Association meetings, Senior Citizens meetings, meetings with community policing officers and meetings with aides to politicians. Other meetings that offer a forum for addressing concerns about problems within the neighborhood will be identified and attended as well.

Costs of **supplies** in the total amount of \$637 are budgeted for the program. These costs are for the routine and necessary items needed to conduct program related activities. Included are costs for such items as paper, pens, files folders, envelopes, postage, and other items that will be used by program staff. A breakdown of the calculations is provided on the budget worksheet and is based on costs from the department's approved purchasing sources.

The proposed budget includes \$2,150 for **printing** brochures, flyers, and questionnaires. This will provide for 1,300 "Hey Kids" flyers in English and Spanish at a cost of \$1.00 each for a total of \$1,300. Printing costs also include \$350 to print 1,000 Community Prosecution Program Awareness brochures at a cost of \$0.35 each, \$350 to print 1,000 Questionnaires for

conducting community surveys in both English and Spanish, and \$150 to print 500 copies of announcements for meetings at a cost of \$0.30 each. These materials are all important to facilitate and enhance the delivery of the community prosecution program.

A total of \$9,638 is budgeted under **other costs**. That includes \$8,178 for rent for space for the program attorney. Monthly rent is calculated by multiplying his 612 sq. ft. workspace by the \$1.31 per sq. ft. cost. That amount is multiplied by 12 months for an annual rent of \$9,621. Only 85% of that amount is included in the budget as only 85% of his time is dedicated to the program. Also, 85% of his **communications** costs and 85% of his **ISD** charges are included in the budget. The District Attorney's Office has established a monthly per person cost for these charges that are calculated in the line item entries on the budget worksheet. The communication costs are \$842 and the ISD costs are \$618. These services are necessary for the program attorney to perform his duties.

Program Narrative (Attachment #2)

Project Abstract

The project proposes to work in two reporting districts (using the San Bernardino Police Department's division of the city), which were the subject of the planning grant for 2002-2003. Our purpose is to empower community members to act on behalf of their neighborhood to improve the area, use resources to make changes and to focus on problem solving. This is a big challenge because there is little sense of community in the area. Our goals are to reduce crime in the area, improve the quality of life in the neighborhood, improve child safety and better the appearance of businesses, apartment complexes, and single-family homes. We want to survey the neighbors and determine what residents see as issues and work on those.

The area is low income, minority, and transient with single parent families. Businesses are struggling, large apartment complexes are run down, and many single-family residences are for sale, boarded up or abandoned.

We plan to use the children in the elementary school (population 1300) as a means to communicate with the residents in the area and will continue to work

with the local business association to improve the business climate in the community.

Problems To Be Addressed

To improve the quality of life in this area the primary goal is to reduce crime in general. This area is plagued with home burglaries, public drunks, prostitution in the business area, open air drug markets in apartment complexes, gang related activity that sometimes results in assaults, attempted murder and graffiti on buildings. Businesses struggle to survive because the local population is low income and customers from outside the area are repelled by the crime. Graffiti also sends a negative message, reducing property values, encouraging other gangs to mark territory and scaring away new businesses.

Many of the commercial and residential buildings are old, poorly maintained or abandoned so city code enforcement issues are a second problem that must be addressed. As noted, graffiti is rampant; and abandoned buildings attract squatters, drug dealing, and are periodically burned. Absentee apartment owners take no interest in the community, meet minimum standards at best and rent to problem tenants. Abandoned vehicles, trash in vacant lots and boarded up properties are unsightly and add to the negative impression of the community.

Some residents live in unattractive apartment complexes or homes, in neighborhoods where the children are not safe, businesses do not survive, and there is a sense of failure and futility that things can be improved. Improving the look of the area is a start. Gaining residents' trust to call for help and to cooperate with public agencies is another tough objective that could really make a difference in the area.

Some of our previous efforts to work on these issues include:

1. A Safety Faire held in May in front of the community police station, which gave information on code enforcement, public health, adult education (English as a second language), free firearm trigger locks, and fingerprinted 97 children. This was well attended and combined the efforts of the police department, public health, the City Attorney, the District Attorney, Kiwanis, code enforcement, and the faith community.
2. A safety sheet in Spanish and English was given to every child at the elementary school to help educate children and their parents on avoiding victimization. Recently this school had an attempted kidnapping and we again distributed 1000 of these information sheets.
3. Active participation in the San Bernardino Apartment Owners and Managers Association including making presentation on relevant topics. This has been helpful in understanding their concerns and sending the message we are very interested in compliance with code enforcement and

renting to tenants who contribute to the neighborhood. We have also met with one problem absentee owner who has improved the exterior of one of his buildings and calls for police service have dropped.

4. Active participation in the Baseline Avenue Business Owners Association (BABA). The business owners know us, ask for help and we have been successful in keeping a supper club from opening next to a successful restaurant across the street from the elementary school, by going to the city planning commission and making our concerns known to the city council ward representative in our area. Keeping good businesses alive and not allowing problem businesses to open is a major goal to promote a better appearance and reduce crime.
5. A Community Business Forum held at the Adult Education School in the fall was well attended and allowed us to introduce community prosecution to residents and local businesses along with a variety of other sources of information. The consensus was that things could be improved if we work together.
6. Working closely with a community police officer and remaining highly visible in the community. The assigned attorney wears identification, speaks to residents about what they need and walks in the area. One particular project involved designing a wanted poster for a burglar and posting it in the area. Community members provided the information needed to arrest this person and the burglary rate in the neighborhood

has dropped. A simple poster personally posted and talking with residents worked in a few days.

7. The Inland Empire Concerned African American Churches (IECAAC) is another group we meet with. We worked on a Community Plea program to resolve infractions and low-grade misdemeanors with an arrest warrant. The pastors, the District Attorney, the Public Defender and the Court were all part of the planning process. This is a new and positive collaboration.
8. Continued collaboration with city code enforcement, the city attorney, city schools, school and city police, BABA, IECAAC, Cops and Clergy, the Law Enforcement and Education Partnership (LEEP), community cluster groups, the apartment owners association, the San Bernardino County Gangs and Drugs Task Force, the Mexican Consulate and state parole to pursue alternative ways to improve the quality of life in our area.

Goals and Objectives

One objective we did not accomplish last year was a community survey. We now have a one-page survey ready for distribution in Spanish and English. This is a critical step we need to take to find out if what we think are problems, match those of the community. We hope to have this distributed through the elementary school children and depending on the results modify our goals to match those expressed by the people who live in the area. Our hope is we are

on target with our objectives but we must gather this information and redefine goals if needed.

Another children's safety faire is tentatively scheduled in the fall on school grounds. We will again provide information from city entities, fingerprinting, free firearm trigger locks, adult education opportunities, and faith community programs for after school, and positive police interaction. This is a chance to develop community identity, provide needed information and improve child safety in a troubled area.

We plan to continue our visibility in the community by closely working with a partner community police officer and maintain a presence in the many community organizations and public agencies we have worked with in the past year. This helps reduce crime in the area, pin points problems to deal with quickly and gains the trust and cooperation of community leaders. In particular, code enforcement and the business owners are entities we want to continue working with to increase business survival and to improve how the area looks.

There are several problem low cost motels in the adjacent area, which generate calls for police service for drugs, prostitution and disturbances of the peace. Those problems "bleed" into our area. As a result, we have gone to these locations with the police department and city code enforcement officers to talk to the managers about their business practices. This is an on going concern and

we hope the city attorney and code enforcement will be open to some successful strategies used in Oakland and Riverside, California to improve these locations and reduce crime.

We also want to reprint our child safety sheet and distribute it again at the elementary school in the district and to nearby elementary school. This flyer has our name and the police department's on it and is a way of education, positive influence and hopefully preventing child abduction. We are asking a local service club for funds to reprint it.

Project Design and Strategy

One attorney will be assigned to work in the Community Prosecution grant with a supervisor who will also be expected to attend and be available to the police department, school, and community members. The attorney will remain located at the police department office in the community district, accessible to walk in traffic and the community police officer he works with in the field. He will remain at this location during the funding cycle at no cost to our office. At the conclusion of the funding cycle, the continuation of the community prosecution program will depend on the financial circumstances of the state of California, which directly affect the budget of the county of San Bernardino. We have already begun thinking of ways to fund this position by asking municipalities to subsidize part of

the salary. We have examined a similar agreement used by Los Angeles County as an example.

As previously noted this area lacks any sense of community so we anticipate using the school population as a focal point for our efforts to unify the residents, provide them with information, develop trust with law enforcement and cooperation in efforts to improve the area. This has been successful already and we hope to continue working with the school principal to reach out to the parents. One planned event is the safety faire in the fall, which we want to hold on the school's playground. Another is redistribution of the children's safety flyer as soon as we obtain funds to reprint it. Prevention of crime by increasing children's safety and empowering the parents is our goal.

The assigned attorney also will continue to be physically in the community to talk with residents, note problems, ask for cooperation and help develop trust in the system. Because of safety concerns this is usually done in the company of a police officer. He will also continue participation in the community organizations that directly concern themselves with problems in that area. Most meet on a monthly basis and both attorneys regularly attend.

Evaluation of impact is difficult to measure but we intend to look at calls for police service in the area targeted to see if there is any correlation with our activities and a decrease in calls. This is the most accurate way to measure the reduction

of crime in a particular area. The visual appearance of buildings we focus on will be another method of measurement. We also plan look to the less reliable information received anecdotally from residents and business owners who give us their opinion about progress made. The statistical results may not be a true reflection of our efforts alone and we recognize that but it is the most concrete evidence of what is occurring and whether it is changing in a positive direction. We will continue to collect this statistical data and document via photographs the changes in the community.

We have received a free office within the police department and the attorney is fully equipped to function from that location. We have recently requested funds from a service club to pay for printing of our safety flyer. The City Adult Education facility provided a room, refreshments and copy services for our community forum meeting. Although the economy is weak, we will continue to seek in kind help and small financial grants to help carry out our program.

Community Participation

In the past year of planning we have linked with many organizations to introduce the concept of community prosecution, looked for ways to solve problems and work toward improving the quality of life in San Bernardino. We have become regular members of the County Gangs and Drugs Task Force, Law Enforcement

and Education Partnership, Cops and Clergy, BABA, IECAAC, Kiwanis, and the community neighborhood group. In addition we have worked with the city attorney's office, city code enforcement, city and school police, the Mayor's office, the city counsel person in our district, the city unified school district, the county superintendent of schools, state parole and the city planning commission. All of these organizations provide information, resources and members willing to find solutions and help resolve community issues in our districts. What must come next is to meet with residents and work on problems with the help of the partnerships we have created.

Management and Organizational Capability

The project will continue to be staffed by the same attorney, a 23-year veteran prosecutor. The supervisor is the Chief Deputy District Attorney of the Juvenile Division and is supervised by the Assistant to the District Attorney. All three are career prosecutors. This program is strongly supported by the elected District Attorney who hopes to replicate it in every community in the county some day. We have no outside contractors involved in the program and do not anticipate any.

OTHER PROGRAM ATTACHMENTS
(ATTACHMENT # 3)

Project time and task plan

1. Children's Safety Faire planned for Fall 2003 at Lincoln Elementary School. Planning and execution by the program attorney. (Crime prevention, education and development of community sense of identity)
2. Community survey to be distributed through the school children at Lincoln Elementary subject to the school year. Execution by the program attorney with analysis and evaluation to follow by the attorney and supervisor. (Possible redefining of goals and objectives to align with community desires)
3. Monthly attendance at the various community organizations meetings by the assigned attorney. (Maintenance of community partnerships for collaborative problem solving)
4. Regular contact with city government entities to identify and work on community issues. (Maintenance of association with government divisions that can provide needed services to community)
5. Distribution of child safety flyer in the elementary school by assigned attorney. (Pending funding for printing costs by a city service club)

6. Continued high visibility in the community by the program attorney who will regularly walk in the area with the community police officer (To develop trust and support of community in law enforcement)

Resumes of Key Personnel

The resumes of the assigned attorney and immediate supervisor are attached.

Letters of Support

Letters of support from community organizations and government organizations we have established partnerships are attached.

Documents Illustrating the Planning Process

The planning process began last year during the preparation of the implementation grant for 2002-2003 and relied on the information from the San Bernardino Police Department. We plan to work in the same two districts and have attached statistical reports from that same area for the previous month to show police calls for service reflecting the problems we hope to reduce.

Attachments: Resumes of Michael Martinez and Karen Bell

Letters of Support (11)

San Bernardino Police Department field service in reporting districts